

SENDER WILL CHECK CLASSIFICATION ON TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	OL/EO	6/13/62	WST
2	DD/L	12 June	WST
3	D/L	13 June	JWH
4	OL/Admin	15 June	RBL
5	OL/RECD	18 June	WST
6	Chief, SD	21 June	WST
7	Chief, TD	21 June	WST
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
8	Chief, PD	6/27	WST
9	Chief, PSD	6/28	WST
10	Chief, PS	7/2/62	WST
11	Chief, SS	7/11/62	WST
12	OL Files / Registry		
<p>4 to 5-11: We understand that the intent is that this applies to all Headquarters area buildings--not just to Langley.</p> <p>Re note next above. We find that this interpretation of the DD/S's memo is that of [REDACTED] RE&amp;CDiv.</p> <p>At the time (June) he discussed it briefly with Mr. [REDACTED] SPA-DD/S. RBL RBW 11/19/62</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OL/EO			
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		SECRET	

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9 MAY 1962

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Requests for Secure Areas  
in the Headquarters Building

1. This memorandum suggests action on the part of the Deputy Director (Support) and is submitted as a possible item for the agenda of the Executive Committee. Such action is requested in paragraph 4.

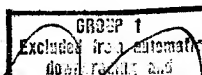
2. In the past four weeks the Office of Logistics has received four requests for alterations to space in the new headquarters building to provide new secure areas and it is anticipated that more will be received in the near future. These requests have in each case been routed through the Physical Security Division to the Space Allocation and Facilities Branch, OL. The Physical Security Division has in each case required:

- a. Replacement of wooden doors with metal doors having view panels and a three-way combination lock.
- b. Security type window grilles on all windows.
- c. Expanded metal between the top of steel partitions and the ceiling slab and similar grilles in all duct work (over 8" x 12") which penetrates the walls of the secure area.
- d. Anchoring of moveable steel partitions to the concrete floor slab.
- e. Extension of the ultrasonic alarm system.
- f. Extension of the contact alarm systems on corridor doors to the secure area.

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**SUBJECT: Requests for Secure Areas in the Headquarters Building**

3. This work, if approved, is properly performed by the Public Buildings Service. PBS advises that they have no funds for such extensive alterations nor does the Office of Logistics. Furthermore, there is a management question involved which previously was considered and resolved by the Management Staff. This has to do with whether or not open shelving for secure areas provides better utilization of space and more efficient working conditions. The Office of Logistics is in no position to resolve these questions.

4. It is suggested that an Agency policy on additional secure areas be developed and procedures for reviewing requests be established.

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Acting Director of Logistics